



Washington State Gambling Commission

Mailing Address: P.O. Box 42400, Olympia, WA 98504-2400

Located at: 4565 7th Avenue SE, Lacey, WA 98503

(360) 486-3440 ♠ 1-800-345-2529

TDD (360) 486-3637 ♠ FAX (360) 486-3631

Web Site: www.wsgc.wa.gov

CARD ROOM EMPLOYEES' and OTHER LICENSED INDIVIDUALS' RESPONSIBILITIES

ATTENTION:

Please Read Immediately

Congratulations on your successful completion of the Gambling License Certification Program. You have just received one of the following individual licenses:

- *Card Room Employee*
- *Gambling Manager*
- *Representative:*
 - *Distributor Representative;*
 - *Manufacturer Representative;*
 - *Service Supplier Representative; or*
 - *Linked Bingo Prize Provider Rep.*

You are receiving this license because you successfully completed an investigative and evaluation process. The Washington State Gambling Commission (WSGC) uses the certification process to complement its overall regulatory program to ensure compliance with the Gambling Act.

I have just received my license, what should I do now?

1. Ensure that the information on your license is correct. If not, contact the WSGC immediately.
2. Your employer will have a Rules Manual. Review it and become familiar with the rules. Be sure to review rule updates that are distributed with the agency's newsletters. If you would like your own copy of the rules manual, please call 1-800-345-2529.
3. Your employer will maintain a copy of your license on the premises for inspection.

If I quit my job or am terminated, is my license still valid?

No. If you hold an individual license, your license is valid *only* when you are employed by a licensed operator. Licenses become invalid when employment ends, whether voluntary or involuntary. You must have a new employer and follow the specific process listed below for your particular license, prior to beginning work for your new employer.

1. If you hold a **card room employee** license and would like to change employers or work for additional employers, your current and next employer must both fill out the required forms. You will pay any required transfer fees at the time your license is renewed.
2. If you hold a **representative** license and would like to change employers, you must submit a renewal application and any fees. You must receive a new license before beginning work for your new employer.
3. If you hold a **gambling manager's license for a commercial business** and would like to change employers, you must submit a transfer form and required fees. You must receive a new license before beginning work for your new employer.
4. If you hold a **gambling manager's license for a charitable/nonprofit organization** and would like to change employers, you must submit a renewal application and any fees before you may begin working for the new employer.

What are my responsibilities as a licensee?

As a licensee, you are required to comply with the laws and rules that govern gambling (RCW 9.46 and WAC 230). These are published in the rules manual and posted on the agency website. For example, if you are a card room employee, you are responsible for knowing the rules relating to card rooms, bingo managers are required to know rules relating to bingo games, etc.

If you need assistance interpreting gambling laws or rules, please contact your field agent, local regional field office, or WSGC headquarters at 1-800-345-2529. Failure to know and follow all rules may jeopardize your license.

Following are a few requirements, which are frequently asked about:

1. Do not extend credit, loans, or gifts, except in the limited conditions of WAC 230-12-050.
2. Do not offer or allow beer or liquor as prizes for a gambling activity, except as provided in RCW 9.46.0315.
3. Do not allow firearms as prizes for a gambling activity, except as provided in WAC 230-12-040.
4. Ensure the licensed premises are open for inspection by WSGC staff at all times.
5. Wear your identification tag.

What activities or changes must I report to WSGC?

You must notify the WSGC of certain changes in your circumstances. Following are the timelines you must follow when reporting these changes:

Report Immediately

1. Loss or destruction of your license;
2. Change in mailing address.
3. If you are a charitable and nonprofit gambling manager, your employer must notify WSGC immediately when you begin or end employment. The form is available from the WSGC and must reach Commission headquarters within 10 calendar days.

4. If you are a card room employee, your employer must notify the WSGC immediately when you begin or end employment. However, Class B or D card rooms don't need to make the notification. The form is available from the WSGC and must reach Commission headquarters within 7 business days.

Report within 14 days after filing

All criminal actions filed against you. The form is available from the WSGC.

Report within 30 days following the action

1. Report all administrative and civil actions filed by or against you. This includes actions involving all administrative actions from other gambling regulatory agencies, including those from other countries and Indian tribes. The form is available from the WSGC.
2. Submit a complete copy of the final disposition of all criminal, civil and administrative cases, including settlement agreements.
3. Change of name. The form is available from the WSGC and must be submitted with the required fees.

The WSGC promotes voluntary compliance. If you are ever in doubt about the contents of this brochure or have any questions about what requirements you must follow, contact your field agent, local regional field office, or WSGC headquarters in Lacey.

***All forms are available by calling
1-800-345-2529.***

GAMBLING COMMISSION REGIONAL OFFICES

Seattle (425) 339-1728
EverettFO@wsgc.wa.gov

Spokane (509) 329-3666
SpokaneFO@wsgc.wa.gov

Tacoma (253) 471-5312
TacomaFO@wsgc.wa.gov

THIS PUBLICATION IS AVAILABLE IN
ALTERNATE FORMATS UPON
ADVANCE REQUEST.

Please Contact (360) 486-3458 OR
TDD (360) 486-3637.

GAMBLING CAN BE A PROBLEM.
For help, call 1-800-547-6133